



GRUPAINST 5560.2
29 July 2002

GROUP PORT ANGELES INSTRUCTION 5560.2

Subj: BASE PARKING PLAN

1. PURPOSE. To establish guidelines for parking aboard the Group/Air Station.
2. DIRECTIVES AFFECTED. GRUPAINST 5560.1A is cancelled.
3. DISCUSSION.
 - a. USCG Group Port Angeles is home to a number of tenant commands – specifically, Coast Guard Cutters ACTIVE, CUTTYHUNK, ADELIE and WAHOO. In order to ensure the most fair and equitable parking plan given a limited number of spaces, parking is authorized as described in Enclosure (1).
 - b. The Group frequently provides parking for vehicles belonging to personnel who are TAD or deployed. The ACTIVE/long term parking area between the pyrotechnics locker and the medical building is designated for this purpose. See Enclosure (1).
 - c. This area will be available to authorized Coast Guard members at no charge, provided that the following guidelines are adhered to:
 - (1) All owners of vehicles who desire to park aboard Group Port Angeles for more than three days must park their vehicles in the designated ACTIVE/long term parking area. The only exceptions to this rule are personnel with a pre-designated parking spot (i.e. CO, XO, OPS).
 - (2) For the purpose of this instruction, CGC ACTIVE/long-term parking is only available to Active duty and Reserve personnel on Active duty.
 - (3) The parking area will not be used for storage of abandoned junked, "forgotten" vehicles or any other items (e.g. trailers, boats, etc.). Large trucks (such as those typically rented for DITY moves), RVs and other over-sized vehicles shall not be parked overnight on Group property.
 - (4) All vehicles parked in the CGC ACTIVE/long term parking area must have a current state registration and must display a vehicle registration form (see enclosure 2) on the dash of the vehicle or in a highly visible area. No rental or 3rd party vehicles are allowed.
 - (5) Each command is responsible for providing a set of keys to the Group Port Angeles Command Security Officer (CSO) in case emergency removal of the vehicles is necessary. These keys will be stored in the OPCEN.
 - (6) No vehicles are allowed on the T-pier.

- d. Owners of vehicles found not in compliance with this instruction will be **“TOWED AT THE OWNER’S EXPENSE”**.

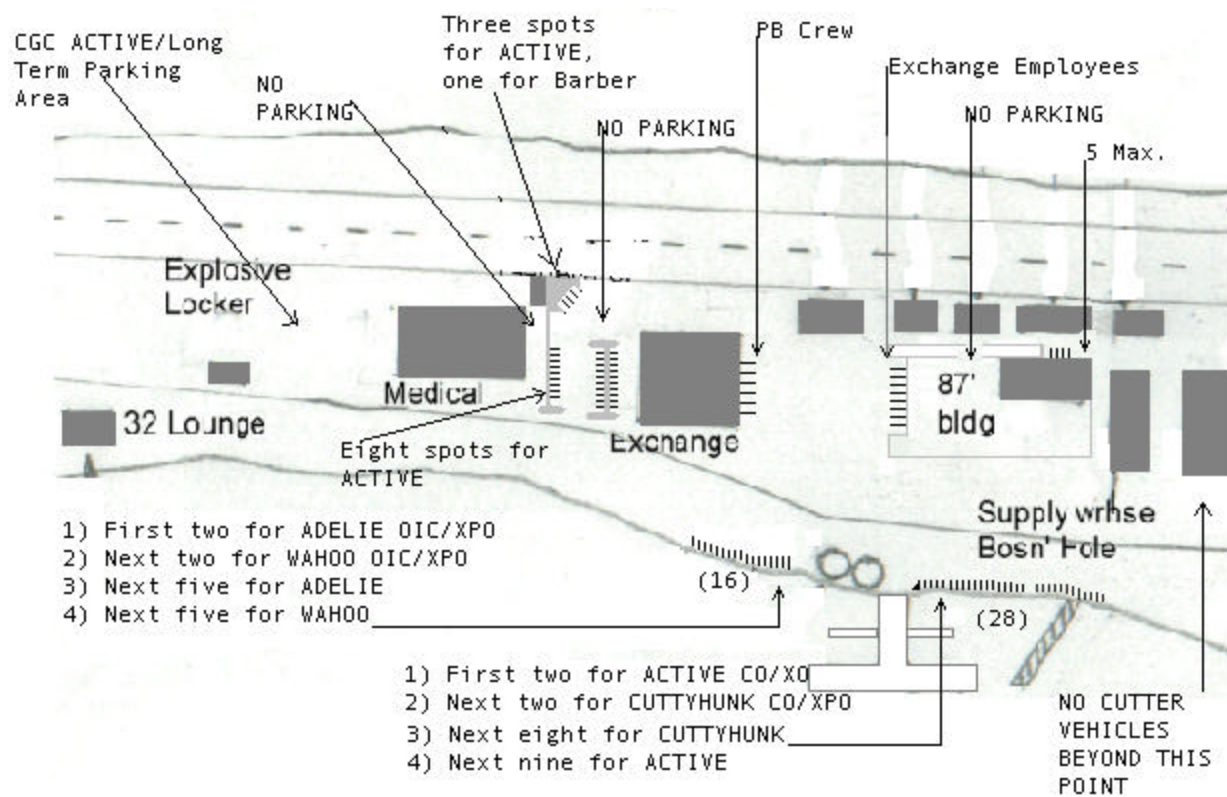
4. ACTION. The CSO will ensure that all Department Heads, tenant commands, and outlying commands are aware of this instruction.

- a. Department Heads, tenant commands, and outlying commands shall:
 - (1) Ensure all members assigned to their departments/commands are aware of and abide by this instruction.
 - (2) Issue passes (enclosure 2) to Coast Guard members.
 - (3) Ensure that all keys and log (enclosure 3) of vehicles stored in ACTIVE/long term parking are provided to the Group OPCEN for safekeeping.
- b. The SDO and ODO shall:
 - (1) Be aware of all vehicles currently parked in the designated long term parking area.
 - (2) Ensure JOOD’s make daily rounds of the ACTIVE/long term parking area and report any vehicles not in compliance with this instruction to the GDO.
- c. The Group Duty Officer shall:
 - (1) Store keys and log of all vehicles in the OPCEN key locker for safekeeping.
 - (2) Report any vehicles not displaying a pass to the CSO for appropriate disposition.
- d. The Junior Officer of the Day shall:
 - (1) Ensure all vehicles parked in the designated long term parking area display the pass prominently inside the vehicle.
 - (2) Report any vehicle not displaying a pass to the GDO.

W. W. PETERSON

Encl: (1) Parking Plan Map
(2) Sample: PAAS Vehicle Storage Pass
(3) Sample: Stored Vehicle Log

Dist: Electronic Distribution
USCGC ACTIVE



ENCLOSURE (1)

PAAS VEHICLE STORAGE PASS

O/O _____

DATE VEHICLE PARKED _____ / _____

ESTIMATED TIME OR RETURN _____ / _____

EMERGENCY CONTACT PHONE NUMBER
(_____) - _____ - _____

ENCLOSURE (2)

Sample: Stored Vehicle Log

